Bomb

Threat Checklist

Note the following:

- Exact time of call
- Exact words of caller
- Did the voice sound familiar? If so, whom did it sound like?
- Were there any background noises?
- Did the caller make any remarks?

Was the caller’s voice:

- Calm
- Deep
- Stutter
- Stressed
- Slow
- Loud
- Accent
- Nasal
- Crying
- Broken
- Angry
- Lisp
- Slurred
- Giggling
- Rapid
- Excited
- Disguised
- Sincere
- Squeaky
- Normal

Person receiving call:

- Telephone number call received at
- Date of call

Report Call Immediately to UAPD at 9-1-1
**Telephone Threat**

- Remain calm. Do not hang up! Listen carefully.

- Try to keep the caller calm and talking so that you can gather more information.

- Identify the type of threat and note any details offered.

- Write down all information.

- Attempt to find out why the caller is upset.

- Note any characteristics about the call and caller:
  - Time of the call
  - Age and sex of the caller
  - Emotional state
  - Background noises
  - Speech pattern, accent
  - Immediately after the call ends, notify University Police at 9-1-1 and supply them with the information obtained

**Written Threat**

If the threat is received by mail, do not further handle the letter, envelope, or package.

- If the threat is received by e-mail, save the entire e-mail message, including any attachments and print out a copy for police.

- Call University police at 9-1-1 and notify your supervisor.